

Ways to Achieve Clarity

- 1. What is one of the best ways to achieve clarity in writing and how to you achieve it?

Coordinating Ideas

- 2. What does it mean grammatically if ideas are “coordinating”?
- 3. What are the three components of a coordinating sentence?
 - a.
 - b.
 - c.
- 4. A mnemonic device to remember the **coordinating conjunctions** is the acronym FAN BOYS. Fill in the acronym with the coordinating conjunctions:

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- 5. How can you use a semi-colon form a compound sentence?
- 6. Write a coordinating sentence about your 3rd period class (either day) using a coordinating conjunction:
- 7. Write a coordinating sentence about your 3rd period class using a semicolon and no conjunction:
- 8. Write a coordinating sentence about your 3rd period class using a semicolon and a conjunctive adverb (look it up):

Subordinating Ideas

- 9. What is the purpose of subordinating in writing? How do you do it?

Adverb Clauses

A **CLAUSE** is a grammatical construction with both a subject (noun or pronoun) and a predicate (verb).

- 10. What specific function does an adverb clause serve?
- 11. What are nine subordinating conjunctions?

- 12. Write three subordinating sentences with adverb clauses about your goals for fourth quarter. Use three different subordinating conjunctions. Start at least one sentence with your adverb clause; start at least one sentence with your independent clause (with the adverb clause second). Note that when you begin a sentence with a subordinating clause, you add a comma after it to avoid confusion for the reader. There is no comma after an introductory independent clause.
 - a.
 - b.
 - c.

13. Do **EXERCISE 1** (p. 483) below. You may just write the word that goes in the blank.

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Adjective Clauses

14. What does an adjective clause do?

15. What six words can signal an adjective clause?

16. What do you need to decide before you use an adjective clause?

17. Rewrite these two sentences into one sentence using an adjective clause.

18. For clarity, be sure that you place the adjective clause _____

19. Complete **EXERCISE 2** (p. 485) here. You must rewrite the sentence to change the emphasis, but you do not need to comment on which version sounds better to you.

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Correcting Faulty Coordination

20. What is faulty coordination?

Using Parallel Structure

Parallel structure can be difficult to understand by definition, but examples are usually quite clear. Don't skip them!

21. How is writing like a comfortable bicycle ride? How can parallel structure help?
22. Use parallel structure when you link coordinate ideas. Fix these sentences so that they are parallel:
 - a. The teacher said he was failing because he waited until the last minute to study, failed to turn in his work, and his motivation was low.
 - b. The coach reminded the team to get a lot of sleep, that they should not eat too much, and that they should start their warm-ups at least an hour before the race.
23. Use parallel structure when you compare or contrast ideas. Fix these sentences so that they are parallel:
 - a. While his work was to finish the presentation, mine was revising the essay.
 - b. How you live your life is just as important as making money.
24. Use parallel structure when you link ideas with the correlative conjunction pairs (both . . . and, either . . . or, neither . . . nor, not only . . . but also). Fix these sentences so that they are parallel:
 - a. Either decide what you want to make for dinner, choose a restaurant, or you should eat whatever is left over from lunch.
 - b. The cleaning supplies are not only in the closet and under the sink, but also some are stored in the garage.
 - c. Both the woman whom I secretly love and the much-hated ex-girlfriend will be at the party.
 - d. She hopes not only to study abroad in France for the semester but also spending the rest of the year there as a tourist.
25. Complete **EXERCISE 3** here (pp. 487-488).

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26. Complete **REVIEW A** here (p. 488).

Obstacles to Clarity

Sentence fragments

Read ALL of the introductory information. Pay special attention to the excerpt from “A Flight of Geese” by Leslie Norris (a long-time faculty member at BYU, by the way).

27. When and where may a fragment be effective?

28. When and where should you NOT use them?

29. Complete **EXERCISE 4** here (p. 490).

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Phrase Fragments

- 30. What is the difference between a phrase and a clause?
- 31. Why can't a phrase stand alone as a sentence?
- 32. How can you correct a phrase fragment?

Subordinate Clause Fragments

- 33. Why can an independent clause stand alone as a sentence?
- 34. What are FIVE words that might signal a subordinate clause? (HINT: the answer is not directly there in the book, but it IS in two places in this packet.)

35. Complete **EXERCISE 5** here (p. 493):

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Run-On Sentences

36. A “run-on” sentence is not just a long sentence; it is one that incorrectly links two sentences without proper punctuation. What are the two kinds of run-on sentences and how do they differ?
37. Read through the FIVE ways you can fix a run-on sentence. Fix the following comma splice all five ways:

These tedious exercises are not fun, they do offer hints for more clarity and stylistic maturity in syntax.

two sentences	
comma & coordinating conjunction	
subordinate clause	
semicolon	
semicolon & conjunctive adverb	

38. Complete **EXERCISE 6** here (p. 495).

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39. Do **REVIEW B** here by rewriting the passage correctly.